

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. 2	3. EFFECTIVE DATE 03/18/2003	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE 126395 USDA, APHIS, MRPBS, ASD, Contracting Butler Square, 5th Floor 100 North Sixth Street Minneapolis, MN 55403		7. ADMINISTERED BY CODE (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code)		9A. AMENDMENT OF SOLICITATION NO. RFP 017-M-APHIS-03	
		9B. DATED (SEE ITEM 11) February 28, 2003	
		10A. MODIFICATION OF CONTRACT/ORDER NO.	
		10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Refer to the aforementioned solicitation. The following questions have been from interested offerors. The questions and answers are as follows:

- Refer to Section C, Subsection VIII - RECORD KEEPING - TREATED TREE INFORMATION: Q. Will the Contractor be required to develop the reporting forms or will USDA provide as reporting forms as they are doorhangers?
A. USDA will provide the Contractor a list of host trees requiring treatment and the address/location of the trees. Spread sheet books will
< See Continuation Sheet(s) >

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Robert J. Crowther Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

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14. DESCRIPTION OF AMENDMENT/MODIFICATION (organized by UCF section headings, including solicitation/contract subject matter where feasible.) – CONTINUATION

also be provided for all areas except forest areas (i.e. Park Ridge). USDA, APHIS has only an estimated total dbh for the forest areas. Therefore, the Contractor will be required to re-measure all trees to determine the appropriate number of Mauget capsules required to treat host trees.

2. Refer to Section C, Subsection IX – TIMELINE FOR COMPLETION OF WORK ORDERED. Q. Are all daily goals listed accurately in the chart, specifically the 2,000 trees per day for Chicago soil? A. Yes, but after meeting to discuss daily goals with ALB program managers, a decision was made to visit the daily goals. Please note the following changes to the daily treatment goals:

Contract Area	Soil Injection	Trunk Injection
Chicago	1,500 Trees Per Day	180 Trees Per Day
Park Ridge	N/A	1,000 Trees Per Day
Addison, Summit, and O'Hare	500 Trees Per Day	500 Trees Per Day

3. Refer to Section C, Subsection X – CONTRACT WORK HOURS. Insert the following sentences between the third and fourth sentences of paragraph 1, "The 8-hour work day shall begin at the designated staging area at a time mutually agreed to by the USDA, APHIS COR, or authorized COTR, and the Contractor's Project Manager, or authorized Field Supervisor. The mutually agreed to start time and staging area shall be documented and included on the signed work order form.

4. Refer to Section C, Subsection XVI – TREATMENT PROTOCOL. Q. "Visual estimates" of dbh or guesses will be accepted from either Contractor or USDA, APHIS. Shouldn't that read.....or guesses "will not" be accepted....? A. Yes. This was addressed in Amendment No. 1 of this Solicitation.

5. Refer to Section C, Subsection XVII – SOIL INJECTION—APPROVED FORMULATION, METHOD AND RATE OF APPLICATION. Q. Referring to the Merit 2 formulation, shouldn't the application read 0.2 fluid ounces in 1 quart of water per inch of dbh? A. Yes.

6. Refer to Section C, subsection XX – SAFEGUARDING MAUGET CAPSULES. Q. No. 8 on the listing of safeguarding requirements refers to hourly rest breaks. Are "hourly" breaks really what USDA, APHIS intended to stipulate? A. No. Please change No. 8 to read, "As needed rest breaks are provided for safeguarders while still maintaining vigilance regarding injectors. The Contractor shall visit each safeguarder on an hourly basis.

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14. DESCRIPTION OF AMENDMENT/MODIFICATION (organized by UCF section headings, including solicitation/contract subject matter where feasible.) – CONTINUATION

7. Refer to Section C, Subsection XXII – CONTRACTOR QUALIFICATION REQUIREMENTS. Q. When will the field ID exam be given, and is the time taken by the employees a billable function? A. The field ID exam will be given during the period following the post award conference and prior to the issuance of the first work order. Employee time to take the exam shall be at the Contractor's expense and "is not" billable to the contract.

8. Refer to Section C, Subsection XXIII – FAILURE TO PERFORM. Q. The first sentence of Paragraph 2 refers to an "average dbh of 12 inches", whereas in Subsection IV – PROJECTED TREATMENT SUMMARY, it refers to an "average dbh of 10 inches". Are these references correct? A. Both Subsections IV and XXIII should read "an average dbh of 12 inches".

9. Refer to Section C, Subsection XXVII – CONTRACTOR LIABILITY. Paragraph 1 states that the Contractor is responsible for direct and indirect damages, losses, or injuries, to people, property, or animals from work performed by the Contractor and their Subcontractor's under this contract. Q. Please site an example of an indirect damage or loss? A. Any damage to physical property, such as tulips, or damage to other plant materials, and killing non-host plants, shrubs and trees resulting near the treated host. This could happen from soil injection when roots of surrounding plants come in contact with soil injection area.

10. Refer to Section J.1 – LIST OF ATTACHMENTS. Please replace U.S. Department of Labor, Wage Determination No. 94-2167, Revision No. 22, with the attached Revision No. 23, which was effective on June 7, 2002.

11. Refer to Section L.6(c) – BUSINESS PROPOSAL INSTRUCTIONS. Paragraph 3 requires data relating to the offeror's financial capacity, working capital and other resources available to perform the contract without assistance from any outside source. Q. Will a 10 Q. report suffice? A. The purpose of requiring data of this nature is to assess the offeror's cash flow and solvency taking into consideration all existing commercial and governmental business commitments. A balance sheet, income statement and Dun and Bradstreet reports are typically reviewed to determine current ratio, quick ratio, working capital and net worth.

94-2167 IL, CHICAGO

06/18/02

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL

WASHINGTON D.C. 20210

William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2167

Revision No.: 23

Date Of Last Revision: 06/07/2002

State: Illinois

Area: Illinois Counties of Cook, De Kalb, Du Page, Kane, Lake, Lee, McHenry

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE

MINIMUM WAGE RATE

Administrative Support and Clerical Occupations

Accounting Clerk I	10.70
Accounting Clerk II	12.94
Accounting Clerk III	14.22
Accounting Clerk IV	16.09
Court Reporter	13.40
Dispatcher, Motor Vehicle	15.40
Document Preparation Clerk	13.25
Duplicating Machine Operator	12.47
Film/Tape Librarian	12.41
General Clerk I	10.38
General Clerk II	10.86
General Clerk III	13.04
General Clerk IV	15.30
Housing Referral Assistant	16.98
Key Entry Operator I	10.45
Key Entry Operator II	14.15
Messenger (Courier)	9.18
Order Clerk I	10.87
Order Clerk II	13.83
Personnel Assistant (Employment) I	12.45
Personnel Assistant (Employment) II	14.00
Personnel Assistant (Employment) III	17.71
Personnel Assistant (Employment) IV	19.48
Production Control Clerk	15.71
Rental Clerk	14.13
Scheduler, Maintenance	14.13
Secretary I	13.70
Secretary II	15.79
Secretary III	16.98
Secretary IV	21.81
Secretary V	27.65
Service Order Dispatcher	14.13
Stenographer I	11.75
Stenographer II	14.13
Supply Technician	21.81
Survey Worker (Interviewer)	13.40
Switchboard Operator-Receptionist	10.44
Test Examiner	15.79
Test Proctor	15.79
Travel Clerk I	10.34
Travel Clerk II	11.19
Travel Clerk III	12.09
Word Processor I	11.88
Word Processor II	15.53
Word Processor III	18.90
Automatic Data Processing Occupations	
Computer Data Librarian	11.98
Computer Operator I	12.52
Computer Operator II	13.99
Computer Operator III	17.12
Computer Operator IV	19.46

Computer Operator V	21.55
Computer Programmer I (1)	20.34
Computer Programmer II (1)	21.49
Computer Programmer III (1)	25.62
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	27.62
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	12.60
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	21.12
Automotive Glass Installer	20.95
Automotive Worker	20.95
Electrician, Automotive	21.96
Mobile Equipment Servicer	18.95
Motor Equipment Metal Mechanic	22.96
Motor Equipment Metal Worker	20.95
Motor Vehicle Mechanic	22.96
Motor Vehicle Mechanic Helper	17.93
Motor Vehicle Upholstery Worker	19.96
Motor Vehicle Wrecker	20.95
Painter, Automotive	21.96
Radiator Repair Specialist	20.95
Tire Repairer	15.92
Transmission Repair Specialist	22.96
Food Preparation and Service Occupations	
Baker	13.06
Cook I	11.95
Cook II	13.06
Dishwasher	9.25
Food Service Worker	9.25
Meat Cutter	13.06
Waiter/Waitress	9.96
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	19.10
Furniture Handler	13.83
Furniture Refinisher	19.10
Furniture Refinisher Helper	15.59
Furniture Repairer, Minor	17.36
Upholsterer	19.10
General Services and Support Occupations	
Cleaner, Vehicles	10.18
Elevator Operator	10.64
Gardener	13.69
House Keeping Aid I	8.69
House Keeping Aid II	9.36
Janitor	10.39
Laborer, Grounds Maintenance	11.58
Maid or Houseman	8.54
Pest Controller	14.33
Refuse Collector	10.64
Tractor Operator	12.90
Window Cleaner	11.08
Health Occupations	
Dental Assistant	12.56
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.96
Licensed Practical Nurse I	12.14
Licensed Practical Nurse II	13.64
Licensed Practical Nurse III	15.25
Medical Assistant	10.82
Medical Laboratory Technician	12.35
Medical Record Clerk	11.81
Medical Record Technician	14.36
Nursing Assistant I	7.98
Nursing Assistant II	8.97
Nursing Assistant III	9.62
Nursing Assistant IV	10.76
Pharmacy Technician	12.72
Phlebotomist	10.20
Registered Nurse I	16.77
Registered Nurse II	22.84
Registered Nurse II, Specialist	22.84
Registered Nurse III	28.46

Registered Nurse III, Anesthetist	28.46
Registered Nurse IV	30.61
Information and Arts Occupations	
Audiovisual Librarian	19.78
Exhibits Specialist I	16.47
Exhibits Specialist II	20.40
Exhibits Specialist III	24.95
Illustrator I	16.80
Illustrator II	20.81
Illustrator III	25.45
Librarian	21.52
Library Technician	15.50
Photographer I	16.13
Photographer II	18.23
Photographer III	22.44
Photographer IV	27.45
Photographer V	32.21
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.65
Counter Attendant	7.65
Dry Cleaner	9.43
Finisher, Flatwork, Machine	7.65
Presser, Hand	7.65
Presser, Machine, Drycleaning	7.65
Presser, Machine, Shirts	7.65
Presser, Machine, Wearing Apparel, Laundry	7.65
Sewing Machine Operator	10.14
Tailor	10.86
Washer, Machine	8.49
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	20.27
Tool and Die Maker	25.93
Material Handling and Packing Occupations	
Forklift Operator	14.31
Fuel Distribution System Operator	18.94
Material Coordinator	19.74
Material Expediter	19.74
Material Handling Laborer	16.43
Order Filler	10.96
Production Line Worker (Food Processing)	14.29
Shipping Packer	14.43
Shipping/Receiving Clerk	14.43
Stock Clerk (Shelf Stocker; Store Worker II)	13.87
Store Worker I	10.88
Tools and Parts Attendant	16.25
Warehouse Specialist	15.73
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	21.23
Aircraft Mechanic Helper	16.72
Aircraft Quality Control Inspector	22.05
Aircraft Servicer	18.45
Aircraft Worker	19.37
Appliance Mechanic	19.10
Bicycle Repairer	15.92
Cable Splicer	24.89
Carpenter, Maintenance	21.96
Carpet Layer	23.05
Electrician, Maintenance	26.18
Electronics Technician, Maintenance I	19.51
Electronics Technician, Maintenance II	20.33
Electronics Technician, Maintenance III	23.12
Fabric Worker	17.36
Fire Alarm System Mechanic	21.97
Fire Extinguisher Repairer	16.78
Fuel Distribution System Mechanic	21.97
General Maintenance Worker	16.19
Heating, Refrigeration and Air Conditioning Mechanic	21.98
Heavy Equipment Mechanic	21.41
Heavy Equipment Operator	24.46
Instrument Mechanic	21.00
Laborer	13.12
Locksmith	19.10
Machinery Maintenance Mechanic	19.97

Machinist, Maintenance	23.59
Maintenance Trades Helper	13.97
Millwright	21.92
Office Appliance Repairer	19.97
Painter, Aircraft	19.97
Painter, Maintenance	19.97
Pipefitter, Maintenance	25.53
Plumber, Maintenance	23.71
Pneudraulic Systems Mechanic	21.00
Rigger	23.16
Scale Mechanic	18.97
Sheet-Metal Worker, Maintenance	23.92
Small Engine Mechanic	18.22
Telecommunication Mechanic I	21.34
Telecommunication Mechanic II	22.17
Telephone Lineman	21.34
Welder, Combination, Maintenance	19.97
Well Driller	22.96
Woodcraft Worker	19.97
Woodworker	16.38
Miscellaneous Occupations	
Animal Caretaker	11.17
Carnival Equipment Operator	12.83
Carnival Equipment Repairer	13.74
Carnival Worker	9.25
Cashier	8.20
Desk Clerk	9.01
Embalmer	19.23
Lifeguard	9.94
Mortician	23.02
Park Attendant (Aide)	12.48
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.17
Recreation Specialist	11.93
Recycling Worker	13.65
Sales Clerk	10.30
School Crossing Guard (Crosswalk Attendant)	10.35
Sport Official	9.94
Survey Party Chief (Chief of Party)	15.95
Surveying Aide	9.97
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.68
Swimming Pool Operator	14.37
Vending Machine Attendant	12.52
Vending Machine Repairer	14.37
Vending Machine Repairer Helper	12.52
Personal Needs Occupations	
Child Care Attendant	9.41
Child Care Center Clerk	12.36
Chore Aid	8.72
Homemaker	13.88
Plant and System Operation Occupations	
Boiler Tender	21.97
Sewage Plant Operator	21.01
Stationary Engineer	25.32
Ventilation Equipment Tender	15.73
Water Treatment Plant Operator	21.01
Protective Service Occupations	
Alarm Monitor	16.02
Corrections Officer	20.82
Court Security Officer	22.58
Detention Officer	20.82
Firefighter	21.63
Guard I	9.45
Guard II	16.40
Police Officer	23.34
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	17.05
Hatch Tender	16.71
Line Handler	16.71
Stevedore I	15.86
Stevedore II	17.44
Technical Occupations	
Air Traffic Control Specialist, Center (2)	29.76
Air Traffic Control Specialist, Station (2)	20.52

Air Traffic Control Specialist, Terminal (2)	22.60
Archeological Technician I	14.69
Archeological Technician II	16.53
Archeological Technician III	20.40
Cartographic Technician	26.98
Civil Engineering Technician	21.76
Computer Based Training (CBT) Specialist/ Instructor	24.02
Drafter I	11.80
Drafter II	13.26
Drafter III	16.80
Drafter IV	20.81
Engineering Technician I	12.41
Engineering Technician II	13.95
Engineering Technician III	17.75
Engineering Technician IV	21.23
Engineering Technician V	26.62
Engineering Technician VI	32.21
Environmental Technician	18.32
Flight Simulator/Instructor (Pilot)	28.56
Graphic Artist	21.84
Instructor	22.88
Laboratory Technician	16.92
Mathematical Technician	20.81
Paralegal/Legal Assistant I	15.41
Paralegal/Legal Assistant II	20.68
Paralegal/Legal Assistant III	25.29
Paralegal/Legal Assistant IV	30.60
Photooptics Technician	21.23
Technical Writer	23.69
Unexploded (UXO) Safety Escort	18.91
Unexploded (UXO) Sweep Personnel	18.91
Unexploded Ordnance (UXO) Technician I	18.91
Unexploded Ordnance (UXO) Technician II	22.89
Unexploded Ordnance (UXO) Technician III	27.43
Weather Observer, Combined Upper Air and Surface Programs (3)	16.37
Weather Observer, Senior (3)	18.18
Weather Observer, Upper Air	16.37
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	17.04
Parking and Lot Attendant	12.59
Shuttle Bus Driver	16.78
Taxi Driver	15.18
Truckdriver, Heavy Truck	18.14
Truckdriver, Light Truck	16.12
Truckdriver, Medium Truck	17.12
Truckdriver, Tractor-Trailer	18.14

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the

rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be

classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.